

# Law Clerk Background Check Form

## Section 1: Background Information (to be completed by Prospective Law Clerk)

A conviction is not an automatic bar from employment with the Alaska Court System (ACS). However, in some cases written approval from the Administrative Director may be required for you to be considered for a clerkship.

Have you ever been convicted of a felony? YES ☐ NO ☐

Have you ever been convicted of a misdemeanor? YES ☐ NO ☐

If you answered "yes" to any of the above questions, **please provide detailed information about the conviction(s) on a separate sheet of paper**, including date, location, and nature of offense and disposition. Please send the detailed information to the Human Resources Department, 820 W. 4<sup>th</sup> Avenue, Anchorage, AK 99501-2005 or by fax at (907) 264-8262. This information will be used in determining whether written approval for employment is required from the Administrative Director. This information will not be forwarded to the judge. Pending charges must be reported immediately upon the commencement of employment.

## Section 2: Authorization for Background Check (to be completed by the Prospective Law Clerk)

I understand that I am participating in the recruitment process for a law clerk position with the ACS and that part of the recruitment process includes a thorough background investigation. By my signature below, I authorize ACS to conduct a background investigation on my employment history and authorize any former or current employer, person, firm, corporation, or government agency to give ACS any pertinent information they may have regarding my previous or current employment. I also authorize ACS to investigate my criminal conviction history and I authorize any government agency to release to ACS any pertinent information they may have regarding such history.

I release all persons or entities from all liability for any damage that may result from furnishing information to ACS. I also release ACS and all its employees from all liability for any damage that may result from ACS's reliance on the information furnished.

\_\_\_\_\_  
Full Name of Prospective Law Clerk (Print)

\_\_\_\_\_  
Signature of Prospective Law Clerk

\_\_\_\_\_  
Names Previously Used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date

## Section 3: Request for Criminal Conviction History Check (to be completed by the Judge)

The above law clerk applicant is a final candidate for a vacant clerkship under my supervision. I request that the Human Resources Department check the law clerk applicant's criminal conviction history.

\_\_\_\_\_  
Printed Name of Judge

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

**Fax this request to Human Resources at (907) 264-8262**

## Section 4: Criminal Conviction History Check (to be completed by Human Resources)

Checks conducted: ☐ APSIN ☐ NCIC ☐ NLETS for the State(s) of \_\_\_\_\_

Results of check: ☐ Matches Law Clerk Background Information.

☐ Does not match Law Clerk Background Information.

\_\_\_\_\_  
Human Resources Specialist/Generalist

\_\_\_\_\_  
Date